



WE HAVE THIS HOPE AS AN ANCHOR FOR THE SOUL

— Hebrews 6:19 —

Anchor Homeschool of Southshore, Inc Bylaws

Effective May 2026

Article 1: Name

The name of the group shall be Anchor Homeschool of Southshore, Inc, a 501(c)3 not for profit corporation and abbreviated as Anchor Homeschool for purposes of this document

Article 2: Statement of Purpose

Anchor Homeschool is a Christian homeschool encouragement organization for Christian families seeking support in the home education of their children. We strive to provide an environment centered on Christ and to glorify God through encouraging one another to teach our children in the way God has directed us.

Article 3: Statement of Faith

Section 1: The Anchor Homeschool Statement of Faith is a broad declaration that we consider vital for the furthering of this ministry. It is required that all persons seeking membership be able to agree with this broad minimum statement. This is not an attempt to overrule denominational distinctions. Rather, it is a means for those of varying denominational persuasions to unite in the simple truths and precepts of God's Holy Word. All membership approval is at the discretion of the Leadership Board.

Section 2: We affirm that the Bible is the inerrant, infallible, and trustworthy Word of God and our supreme authority on all matters of truth. We affirm that the Gospel of Jesus Christ is the great theme of all Scripture, and that the Bible is sufficient to reveal all we need to know concerning God's purpose to save sinners.

Section 3: There is one God, eternally existent in three Persons; Father, Son, and Holy Spirit.

Section 4: Our Lord Jesus Christ is God and Man in one person. He was born of a virgin, lived a sinless life, performed miracles, and vicariously atoned for sin through His shed blood and death. He was bodily resurrected from the dead, he ascended to the right hand of God the Father, and He will personally return in power and glory.

Section 5: Regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful man.

Section 6: Eternal life is received by faith – that is, trusting in Jesus Christ alone for salvation.

Section 7: The Holy Spirit indwells all true believers and enables them to live a godly life.

Section 8: Both the saved and the lost will be resurrected from the dead, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.

Section 9: There is spiritual unity of all true believers in our Lord Jesus Christ.

Section 10: The local church is the primary God-established institution for furthering His work including, among other things, worship, edification, and evangelism.

Section 11: The family is the primary God-established institution for the training of children in righteousness and in preparation for their life purpose.

Article 4: Membership and Dues

Section 1: The membership year runs from annual membership meeting to annual membership meeting, which is held in May, with a grace period until August. Membership may be enjoyed by any family who subscribes to the purposes and policies of Anchor Homeschool and subject only to compliance with the provisions of the By-laws.

Section 2: Membership in Anchor Homeschool shall be available without regard to race, color, or national origin.

Section 3: Anyone wanting to join or renew a membership to Anchor Homeschool is encouraged to register at the annual meeting. Anyone wanting to join must submit proper paperwork and payment as defined in our membership procedures.

Section 4: Membership dues shall be established by the Board of Anchor Homeschool. The Board has the option to set additional enrollment periods.

Section 5: Only members in good standing on Anchor Homeschool shall be eligible to participate or serve in any of its leadership positions, meetings, activities, classes, or events.

Section 6: For any group-sponsored activity where fees are due, these fees must be paid in advance. If fees are not paid in full, as required, then any portion of the amount paid will be forfeited and your place in the activity forfeited. The date of the collection can be a case by case basis, but should be no later than one week ahead of the activity.

Section 7: Failure to adhere to any provision of the Statement of Faith may be grounds for termination of membership in Anchor Homeschool.

Section 8: Active membership participates in Anchor Homeschool under the authority of the Board. Membership may be revoked at any time for cause.

Section 9: The membership fee is non-refundable and not pro-rated.

Article 5: Scholarships

Section 1: Anchor Homeschool contracts directly with enrolling families, not third-party organizations/individuals. Regardless of funding sources, all families are personally responsible for balances due.

Section 2: Anchor Homeschool is a direct provider on the EMA portal for the convenience of families to utilize PEP or FES-UA scholarship funds. Anchor Homeschool will try to get most eligible activities added to the marketplace but is not required to do so. Scholarship recipients can always print an invoice from their account page and submit for reimbursement.

Section 3: Members who want to pay fees through the direct provider marketplace but are currently waiting for funding must contact the Board to discuss the possibility of an extension. This will be handled on a case-by-case basis and dependent on need.

Section 4: When registering for a class or activity that is approved, scholarship funds should be reserved in the Marketplace prior to the due date. On the due date, all funds will be accepted and all payments will be non-refundable after acceptance.

Section 5: Legally, under no circumstances are refunds allowed for any SUFS funds.

Article 6: Board Members

Section 1: The Board of Directors for Anchor Homeschool shall be comprised of the following Officers positions: President, Vice President, Secretary, Treasurer, Communications Director. There should be no fewer than three Board Members and no more than seven.

Section 2: All Board Members must be members of Anchor Homeschool and be in good standing. Board Members must attend a local church in the Tampa Bay area. Board Members must sign, with a clear conscience, and without edit, the statement of faith. In the event that there are not enough Board Members, a Board Member's spouse may fill an open position until such time that the position can be filled with another volunteer. The spouse will fill the position in name only and have no voting power.

Section 3: All Board Members shall be selected by the existing members of the Leadership Team and shall serve until the Leadership Team selects new membership to succeed them.

Section 4: All Board Members are expected to serve a three year term. At the end of three years, the term expires at the end of the annual meeting. The new Board Members' term begins at the annual meeting.

Article 7: Duties of the Board Members

Section 1: The President shall preside at all Board meetings and Anchor Homeschool Membership meetings, act as liaison with the staff of our rented location(s), keep and establish the calendar and may delegate jobs and form committees as needed. The President shall keep all legal filings up to date and current with any federal, state, or local government entities.

Section 2: The Vice President shall assist the President as needed, including presiding over Board meetings in the absence of the President. If the position of President becomes vacant, the Vice President shall serve as President until the Leadership Team elects a new President. The Vice President will assist with Step Up approvals and payments.

Section 3: The Secretary shall keep minutes at all Board meetings and membership meetings and distribute them to the Board within 14 days. The Secretary will also keep a roster of those who have served on the Leadership Team, for purposes of nominating new Board members as defined in Article 9 Section 5. The Secretary will also serve as the Activity/Class coordinator, keeping in touch with members of leadership and class/club instructors to answer questions and make sure everything runs smoothly.

Section 4: The Treasurer shall co-ordinate all monetary transactions, keep bank records, prepare financial reports, and file the annual tax reporting. The Treasurer may utilize a bookkeeper to help keep the financial records. At the end of every fiscal year, upon filing financial records, the financial reports will be made available to all active Anchor Homeschool members.

Section 5: The Communications Director shall help maintain the Anchor calendar, publish regular newsletters to the membership and maintain a social media presence to help recruit new families to Anchor. The Communications Director will answer inquiries through social platforms and respond to comments. The Director of Communications shall ensure that all official

communications, announcements, publications, and digital content are conducted in a manner that is gracious, edifying, and befitting of a Christ-centered homeschool community.

Section 6: All other Board members shall attend Board meetings, provide assistance in organizing and facilitating activities necessary for the smooth and orderly functioning of Anchor Homeschool.

Section 7: Voting: All Board members will vote as individuals. In the event of a tie, the President has 51 percent voting power and is able to choose to use that power to make a decision. Otherwise, discussion can continue until resolved. All Board Members present at a meeting must cast a vote.

Section 8: All Board Members shall perform the duties outlined in these Bylaws and those assigned from time to time. They will deliver to their successor all material concerning their position no later than 10 days following the appointment of their successors.

Section 9: The Board Members shall meet at least quarterly or by times to be fixed by the Board. A quorum must be present in order to conduct a Board meeting. The majority of the Board Members shall constitute a quorum. Board meetings may be open to all members of Anchor Homeschool, however, the Board reserves the right to close meetings to discuss matters of a sensitive nature. During all Board meetings, the floor shall not be open for any discussion by non-Board members unless specifically requested by a Board member.

Section 10: Regularly scheduled Board meetings will be announced to the group. Anyone with business to present to the Board must contact the President to request a specific time to appear before the Board.

Section 11: Anchor Homeschool was founded on Christian principles and all activities are expected to be consistent with and not contradict Scripture. The Board, which is the governing body of Anchor Homeschool, reserves the right to approve or disapprove any activities that may be in question.

Article 8: The Leadership Team

Section 1: The Leadership Team shall be appointed by the Board Members.

Section 2: The roles of the Leadership Team are as follows: Service Projects and Care, Field Trips, Events, and Fellowship Group Leaders. Should new roles be needed, they are to be approved by a majority vote by the Board Members.

Section 3: The roles of the Leadership Team can be changed at any time by the Board Members as needs arise within the group.

Section 4: The term of service for a Leadership Team member is one year. An existing Leadership Team member may request to serve in the position again which will have to be approved by the Board Members.

Section 5: The only voting rights the Leadership Team has is regarding the Board Members when a term of office is up for renewal or vacated. If a Board Member is serving a dual role as a Leadership Team member, then he or she may not cast a vote for the new Board Members.

Section 6: The Leadership Team will meet as often as necessary to perform the duties given to them. Any Leader can ask for a Leadership Team meeting. Regular communication is required among the team members and the Board.

Article 9: Nomination, Requirements, and Voting Procedures for the Leadership Team and Board Members

Section 1: Any member of Anchor Homeschool who is interested in serving on the Leadership Team must be an active member of Anchor Homeschool for a minimum of one year and be in good standing. The individual must be in good standing at a local church, and willing to share his or her salvation testimony and current walk with God.

Section 2: Once a year, in March, the open Leadership Team positions will be posted to all Anchor Homeschool members, Anyone interested in serving will need to submit their name and the position they are looking to serve in. Once the names are gathered, then the Board Members will vote on who will fill the positions for the following school year.

Section 3: Any existing Leadership Team member who wants to continue to serve in his or her current position needs to notify the Board of this request by the end of February and may do so upon approval by the Board.

Section 4: Board Member positions are held for three years. These positions should not all be available at the same time in order to maintain continuity on the Board. When a Board member position becomes available, anyone who is interested in serving as a Board Member must have served on the Leadership Team for at least one full year. They do not need to currently be on the Leadership Team but must be an active member of Anchor Homeschool and in good standing. They cannot be a Board Member for another related non-profit to prevent any conflict of interest.

Section 5: In March, if there is a Board Member position open, it will be posted to those who have served on the Leadership Team. Those who are interested can put his or her name forward. The existing Leadership Team will be the ones who vote. If an existing Board Member is serving a dual role on the Leadership Team and is putting their name forward for the open position, then that person cannot vote.

Article 10: Policies

Section 1: Anchor Homeschool shall be noncommercial, nonsectarian, and nonpartisan though founded in Biblical principles and will be governed by such principles.

Section 2: The name of Anchor Homeschool or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purposes not appropriately related to promotion of the objectives of Anchor Homeschool.

Section 3: Anchor Homeschool may cooperate with other organizations and agencies, but persons representing Anchor Homeschool in such matters shall make no commitments to bind Anchor Homeschool.

Section 4: Facility Usage - Any member deciding to schedule an event for Anchor Homeschool must submit a request to the President of the Board with specific information. For non-recurring events, the President may approve the event without Board Members' approval. The Board Members are the ONLY persons to have contact with the staff of the currently rented space. This is to minimize the impact of the staff of the rented facility and avoid any confusion. Individuals going directly to the staff of the rented facility to schedule an event or use of the facility could result in the Board denying the request. For any regularly scheduled events, the Board will be presented with the request and consider it for approval. Requests are approved by a majority vote of the Board. The Board reserves the right to deny any request.

Section 5: Any member of Anchor Homeschool may have their membership revoked for cause as determined by two-thirds majority vote of the Board. A member of the Board can also be removed from the Board for cause as determined by two-thirds majority vote by the other Board members.

Section 6: Anchor Homeschool is an encouragement group and is not intended to take the place of core curriculum, which parents are responsible for.

Article 11: Conflict Resolution

Section 1: In the event that a conflict arises between two or more members of Anchor Homeschool, or between a member(s) with an Anchor Homeschool sponsored group, activity, or event, concerning any matter that pertains to an Anchor Homeschool member, sponsored group, activity or event, the parties involved in the conflict shall, if they are unable to resolve the conflict amongst themselves, first bring the matter to the attention of the Board for resolution. A matter may be brought to the attention of the Board by notifying any Board Member in writing. All conflicts so brought to the Board for resolution shall be addressed as follows:

1. Unless earlier action is warranted, the conflict shall be placed on the agenda for the next regularly scheduled Board meeting.

2. At the meeting, each party shall be given an opportunity to be heard, after which, the Board shall meet privately to discuss an appropriate resolution.
3. Upon reaching a conclusion, the Board will notify the parties in writing of its resolution. If either party chooses not to accept the Board's suggestion, they may do so in writing, and suggest an alternative resolution. The Board will then meet and decide upon a final resolution approved by two-thirds of the Board.
4. If the parties choose to accept the initial suggested resolution, then the matter shall be so resolved. Non-compliant parties may have membership revoked for cause.
5. Any Anchor Homeschool member who agrees to accept a resolution suggested by the Board but then continues to pursue a different resolution, or otherwise perpetuates the conflict, may have their membership terminated by the Board.
6. If the final resolution approved by the Board is not accepted by either party, the Board will then have to meet to decide on whether either party should continue as an Anchor Homeschool member or sponsored affiliate.
7. No Anchor Homeschool member shall discuss any pending or resolved conflict with any other Anchor Homeschool member, or other individuals outside of the Anchor Homeschool community. The membership of any Anchor Homeschool member who violates this provision may be terminated by the Board.
8. In the event of a conflict within the Board, all Board Members must meet with an outside mediator agreed upon by two-thirds of the Board Members. The mediation should follow the same procedure as outlined for all Anchor members. If necessary, the Leadership Team can be included on the discussion, resolution, and vote. This will be a case-by-case basis, determined by the President.

Article 12: Amendments

The By-laws may be amended by an affirmative vote of two-thirds of the Board Members present at any Board meeting. Proposed amendments must be presented to the Board in writing at least a week prior to the meeting.

Definitions

Annual Membership Meeting - This meeting is the start of the Anchor Homeschool year. New and previous members are encouraged to attend in order to complete membership documentation and pay applicable dues.

Board - The governing body for Anchor Homeschool. This volunteer Board meets regularly to discuss issues relating to Anchor Homeschool. It holds the right to approve or disapprove any activities that may be in question.

By-laws – A by-law is a regulation passed by a non-sovereign body, which derives its authority from another governing body. The by-laws specify what things may be regulated by the Board of Anchor Homeschool.

Dues - Fees required for membership in Anchor Homeschool.

Good Standing - A member whose membership dues and activity fees are paid; all forms are current, complete, and submitted; membership has been approved by the Board, and they are not under any disciplinary action from the Board.

Leadership Team - The team of volunteers who plan other activities that Anchor Homeschool decides to offer for the school year.

Majority Vote - A vote by the Board Members in which more than half of the members vote in one manner on an issue. A vote may only be held if there is a quorum.

Member - Anyone who has enrolled for Anchor Homeschool, submitted all required paperwork and paid the fee for joining.

Non-commercial - A non-commercial enterprise is one that values other considerations above and beyond that of making a profit.

Non-partisan - An organization that does not have a formal alignment with a political party.

Non-profit 501(c)3 - A not for profit organization

Non-sectarian - An organization not affiliated with or restricted to a particular religious denomination.

Quorum - A quorum is the minimum number of members of the Board necessary to conduct business and vote on issues brought before the group. The minimum number of members necessary is a majority of all current Board Members.

Statement of Faith - A document that unites varying denominational persuasions in the simple truths and precepts of the Bible.